

Dean's Administrative Council

Minutes of Meeting

June 17, 2019 at 10:00 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Ron Styron, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Mr. Marcus Mitchell, Assistant Director of Marketing and Communications; and Ms. Aimee Meyers, Development Liaison

Members Absent: Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Ms. Jennifer Simpson, Director of Field Services;

Dean Kent called the meeting to order at 10:00 a.m.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Vitulli (INGS): The online posting for the Director of the Office of Adult Learner Services has been closed due to the high number of qualified applicants that have applied. Currently going through submitted applications.

Dr. Santoli (LTE): Finished hiring 3 of the 4 open positions in LTE (Asst. Prof of Spec. Edu, Asst. Prof of Elem Edu, and Prof of Edu Leadership). One candidate is currently scheduled to interview for the Asst. Prof of Elem Math Edu next.

Dr. Stefurak (CINS): Ms. Ellen Parham will start 6/24/19 as the new Secretary V in CINS. Gail's last day is 6/28/19. A welcome potluck luncheon for Ellen is planned next week.

b. Educator Excellence Scholarship (AK):

- 15 new applications have been submitted for the summer semester.
- Recruiting events currently scheduled: Mega Conference – DT Mobile and the Baldwin County Conference.

2. **Staff Evaluations (AK):** Information has been sent out. All evaluations are due in the dean's office 8/1/19.
3. **Continuity of Operations Plan (AG):**

The University is updating procedures for immediate response to disasters. The Continuity of Operations Plan (COOP) will document how the division or department will perform essential operations during an emergency situation or long-term disruption. Dr. Andre Green to send out to chair a form to list emergency personnel name for each department. Plans are to have Mr. Marcus Mitchell to post information on the CEPS website.
4. **Graduate Studies Update (JK):**

Dr. Kovaleski will get with chairs sometime in July to review and update admin requirements for 2020. Still waiting on Admissions to open the portals.
5. **Office of Assessment Update (MB):**

Dr. Matt Binion provided the following update:

 - CAEP self-study report – should hear back mid to late August. CAEP will be on campus in February 2020.
 - Reviewing and finalizing spring semester data and will send out updates.
6. **Advising and Certification Update (JW):**

Mr. Josh Wooden distributed a hand out titled “Summer 2019 and Fall 2019 New Student Orientation Participation” and provided the following update:

 - State documents have been submitted. Information is due back before February visit.
 - Orientation currently ongoing. LTE is down, but HKS is up. As a college we are on-track to where we were last year (see handout). The University as a whole is down another 1000 students.
 - Dr. Kent noted our undergraduate enrollment this summer was up by 62 students. Graduate enrollment increased by 4 students.
7. **Faculty Council Update (RS):**

Dr. Ron Styron informed the Council that the Faculty Council have not yet met and there are no current issues pending. CINS will hold election to replace Dr. Browning.
8. **Development Update (AM):**

Ms. Aimee Meyers provided the following update:

 - Aimee shared update on the Tiffany Whitfield scholarship.
 - Annual fund mailing going out in a few weeks including alumni.
 - AVP search continues. One more candidate to interview.
 - As of last week, of the \$150M, we've closed at 141.1 million. 8.9M left to raise.
 - Dr. Green suggested a group class scholarship. Aimee to work on and will reach out for suggestions and assistance.

9. Marketing Update (MM):

Mr. Marcus Mitchell provided the following update:

- Finalized videos to present to Dr. Kent for review.
- Constant website updates: Advising in June and Field Services in July.
- SE Noyce Conference – finalizing press release with Dr. Green.
- Tiffany Whitfield Scholarship has reached over 70,000 people.
- New story lead from Dr. Thompson (HTM) regarding a former Alumni Ritz Carlton in the Middle East.
- Ms. Joan Holland – Literacy Camp has 40 students and will have the Azalea Trail Maids in attendance. The group will produce a book and video.
- The Pillars Magazine – need stories. Please submit to Marcus ASAP. Publication date scheduled for Fall semester. Convocation last event (August). Marcus will send out detailed email.

10. Other (AK):

- Dr. Vitulli informed the Council the next OALS Open House is scheduled for July 9th from 3:30 – 6:30pm. Flyers to go out shortly.
- CEPS Open House in Fall again. Date TBD.

The next scheduled meeting is **Monday, July 15, 2019 at 10:00am.**